



## How to Enable BIR 1701 or BIR 1702 for SAWT

### Overview:

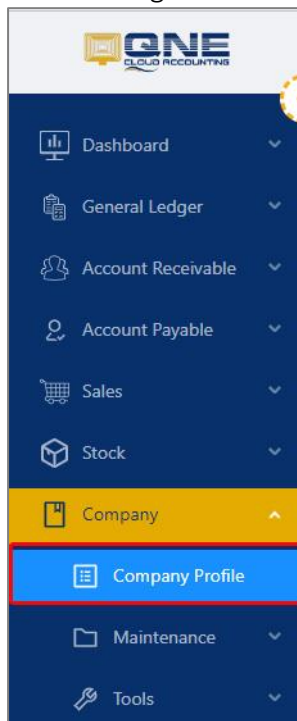
Summary Alphalist of Withholding Tax at Source or SAWT serves as the consolidated Alphalist of withholding agents in which income was received and are subjected to withholding agents in the process.

### Scenario:

To enable SAWT BIR 1702 on the Database.

### Procedure:

1. Under Navigation Panel, go to **Company > Company Profile**.



2. In the **Company Profile**, click the **BIR** tab and the **Edit** button to enter the BIR details of the company.




3. Fill in all the information needed:

- 3.1. Category: Choose whether the business/Institution is Private or Government
- 3.2. Classification: If the business was registered as Individual or Non-Individual

*Note: If Individual, input the Lastname, Firstname, and Middlename. Otherwise, input the Registered Company Name of the business.*

The BIR Classification will identify what BIR form will be shown for the Database, BIR 1701 or BIR 1702.

4. Once done entering the details, click **Save**.

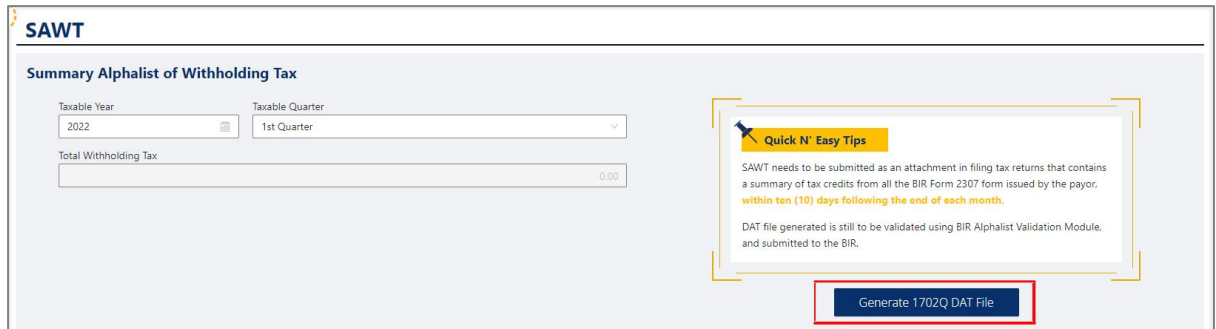


#### Application:

1. Under **Navigation Panel**, go to **BIR > SAWT**.



2. Since the BIR Classification has been set to 'Non-Individual', SAWT BIR 1702 will be shown.



*Note: If the Classification is Individual, SAWT for BIR 1701 DAT File will be enabled*



**For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://support.qne.com.ph>**